

Syracuse City School District
IEP Direct DATA ENTRY RESPONSIBILITIES - CPSE

12/5/06

SECTION	WHO RESPONSIBLE
Create Drafts	Special Education Office
Student Information	Special Education Office
Special Alerts	Teachers/Providers
Guardians [living with student]	Special Education Office
Guardians [not living with student]	Special Education Office
Committee Meeting Information	Special Education Office
Decision Based on	Teachers/Providers
Committee Follow-up To Do Tasks	Special Education Office
Committee Recommendations	Teachers/Providers
Special Transportation	Special Education Office
Programs	Teachers/Providers (ODAP/TORC verified at meeting)
Related Services	Teachers/Providers (ODAP/TORC verified at meeting)
Progs/RS Notation and CT Subjects	Teachers/Providers
Extended School Year Programs	Teachers/Providers
Extended School Year Related Services	Teachers/Providers
ESY Programs/Service Notations	Teachers/Providers
Private School [Placed By Parent]	N/A CPSE
State Reporting Information [PD Reports]	Special Education Office
Full Time Equivalent [SA Report]	Special Education Office
Personnel Assignments	Special Education Office
Program Modifications or Supports	Teachers/Providers
Assistive Tech, Services or Adaptive Devices	Teachers/Providers
Supports for School Personnel	Teachers/Providers
Testing Accommodations	Teachers/Providers
Participation in State and Local Assessments	Teachers/Providers
Non-Participation [including PE, LOTE]	Teachers/Providers
Other Options Considered, Reasons Rejected	Teachers/Providers
How Disability Affects Performance	Teachers/Providers
Graduation Information	Teachers/Providers
Educ Achievement & Learning Characteristics	Teachers/Providers
Standardized Test Results	Teachers/Providers
State/Local Assessments	Teachers/Providers [or imported]
Social Development	Teachers/Providers
Physical Development	Teachers/Providers
Management	Teachers/Providers
Post Secondary Goals	N/A for CPSE
Coordinated Set of Transition Activities	N/A for CPSE
Post Secondary Student Exit Summary	N/A for CPSE
Annual Goals & Objectives/Benchmarks	Teachers/Providers
Goals & Objectives Progress Marks	Teachers/Providers
Suspensions	Special Education Office
Preschool Outcomes Summary Report	Teachers/Providers
Preschool Evaluation Summary Report	Teachers/Providers
Contact Log	Teachers/Providers
RS Log	Related Services Providers (future)
Process Log	Special Education Office
Schedule Meetings	Special Education Office
Finalizes Documents	Special Education Office